Approved For Belease 2003/04/29 : CIA-RDP83-00058B000100100016-87-435

Briefings

DD/A 77-2195

2 2 APR 1977

MEMORANDUM FOR:	Director of Security Director of Training Director of Personnel Director of Logistics	
FROM :	John F. Blake Deputy Director for Administration	
SUBJECT :	DDA Program -	STAT
enter on duty withis year.  at the GS-12, Stewill rotate on a three months in qualifications (aduring the period briefed, trained his daily endeaved.	nticipated that will the the DDA in mid-May or early June of will be hired for this Directorate ep 1 level with the understanding that he series of mini-assignments for approximately each of your Offices. Based on his excellent see attached PHS), we are hopeful that d is with each Office, he will be and utilized so that he is challenged in ors. Our goal is to assign ne of your Offices.	STAT
that you monitor as to how he mig decision should assignment in you the length of the	ht be utilized by your Office. Ideally this be made toward the end of the interim ur Office. Although we have indicated that e detail is approximately three months, this lexible schedule and time may be added or	
internal training the detail period	g courses to be worked around or within ds. We have identified the following courses icular value to a new employee:	

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CIA Today and Tomorrow	3 days	18 - 20 October
Trends & Highlights	4 days	27-30 September 13-16 December (T)
MBO Seminar	2 days	Given On Request
EDP Orientation	3 days	To Be Scheduled
Info Science for Managers II	2 weeks	11 - 22 July 28 Nov - 9 Dec
Introduction to CIA	2 weeks	11 - 22 July 12 - 23 September
Writing Better Reports(PT)	2 weeks	5 - 15 July 1 - 12 August 3 - 14 October (T)

The DDA Training Officer will coordinate the training schedule with the Offices concerned as the dates firm up.

The following tentative schedule has been developed for

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6 June - 16 September 1977
Office of Security
                                    19 September -30 December 1977
2 January - 31 March 1978
3 April - 30 June 1978
Office of Training
Office of Personnel
Office of Logistics
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5. If you have any questions, please call the DDA/Career Management Officer on extension STAT